



**Circular 0004/2015**

**To: The Managerial Authorities of Recognised Secondary,  
Community and Comprehensive Schools  
and  
the Chief Executives of Education and Training Boards**

**Work Stoppage by ASTI and TUI Members – 22 January 2015**

1. I am directed by the Minister for Education and Skills to inform you that, arising from the results of ballots of members, ASTI and TUI are planning a one-day work stoppage on 22 January 2015.
2. It is a matter for school management to decide whether their school(s) should open for pupils on 22 January 2015. In reaching this decision, account should be taken of the potential Health & Safety risks inherent in opening the school as normal, in view of the anticipated number of staff expected to take part in this work stoppage.
3. If a decision is taken not to open a school for pupils on this day, care should be taken to ensure that all parents and children are notified of this decision in adequate time, to allow for alternative arrangements to be made.

**Arrangements for Staff employed by Secondary and Community and Comprehensive Schools**

4. In the event that this work stoppage proceeds, the management of each school should make appropriate arrangements to record the attendance or absence of all staff employed by the school. This applies to all teaching and non-teaching staff employed by the school.
5. In the case of Department-paid staff and in order to facilitate the appropriate pay deduction, the management of each school must record all absences due to the work stoppage on the Online Claims System (OLCS) under the Leave Category "School Business", Leave Sub-category "Strike In School". Absences for reasons other than the work stoppage (e.g. for authorised leave) should be recorded on the OLCS in the normal way.

## **Payroll Arrangements for Staff Employed by Education and Training Boards**

6. In the event that this work stoppage proceeds, it is the responsibility of the Chief Executive of each ETB to ensure that appropriate arrangements are put in place to record the attendance or absence of staff employed in the school/centre. This applies to all teaching and non-teaching staff employed in the school/centre.
7. The Chief Executive of each ETB should ensure that all absences due to the work stoppage are notified to the ETB's Payroll Section in accordance with its appropriate procedures in order to facilitate the appropriate pay deduction. Absences for reasons other than the work stoppage (e.g. for authorised leave) should be recorded in the normal way.

Philip Crosby  
Principal Officer  
16 January 2015